

Overview of the WCG Joining Process

Before joining WCG as a member/owner by purchasing shares and signing a lease for one of our homes, you must get to know us and become familiar with how our community operates. We have developed an orientation process for prospective members that allows you to interact with the community and experience our style of self-management.

1. Every adult member of your household, within the year before signing the Agreement of Sale of WCG Shares, must complete the following **orientation steps**:
 - **Take a community tour.** Contact Lori by e-mail at info@winslowcohousing.org if you would like to take a tour. Typically, tours are offered on Saturdays at 1:30 and on Sundays at 4:00. If, after taking a tour, you want to take further steps to get to know us and become a member, email Lori and she will guide you through the rest of the steps.
 - **Attend a community dinner** or other community-wide social event. We have community dinners on Sundays at 5:30 pm and on Thursdays at 6:30 pm.
 - **Attend one General Meeting** of the community. General Meetings are held monthly, usually on the second Saturday or Sunday of the month, starting at 9:00 a.m. and lasting about three hours. They take place in the common house. You should plan to stay for the entire meeting to observe how community issues are discussed and how decisions are made.
 - **Attend a cluster meeting.** The work of the community is managed by the clusters. There are four clusters – Grounds, Common Facilities, Process and Communication (P & C), and Maintenance. Every adult member of WCG is required to participate in the work of a cluster. Clusters meet monthly at different times.
 - **Participate in some work activity**, such as helping with a common house meal or taking part in a Grounds work party.
2. When you are seriously considering purchasing shares for a home, you will need to **purchase the \$125 Joining pack**. This pack includes an authorization for a credit and background check, which must be filled out and signed. The cost of the Joining pack is not refundable; it covers administrative costs and the cost of the credit/background check. The Joining pack contains:

Section One

- Road Map for Purchase and Sale Process
- Orientation Checklist
- Certification of Receipt of Joining Pack
- Credit Report Application
- Application for Approval to Purchase Shares
- Clearness meeting information
- Agreement of Sale of WCG Shares (sample)

Section Two

- What is a Housing Co-op?
- Cooperative Identity
- WCG Articles of Incorporation
- WCG Bylaws
- Proprietary Lease (sample)
- Sublease Agreement (sample)
- Community Value Statements
- WCG Rules and Regulations
- Who's Who Affiliation with WCG
- Guidelines and Regulations for Expansion and Remodeling of Homes
- Subletting Guidelines, Policies and Values
- WCG Pet Guidelines (adopted 3/1/98)

The Bylaws and Proprietary Lease are legal documents; feel free to look them over with an attorney. We recommend that you read the book, Cohousing, a Contemporary Approach to Housing Ourselves by McCamant and Durrett.

3. After you have read the contents of the Joining Pack you will be asked to **meet with a sales team member to discuss the material in the Joining Pack** and to answer questions you may have. You might consider contacting a lender to obtain pre-approval for a loan, if needed.
4. **Participate in a Clearness meeting.** When all of the steps in #1-3 above have been completed and the credit/background check is done, a Clearness meeting will be scheduled. The Clearness meeting is an opportunity to explore and clarify your understanding and expectations about joining our community. A Clearness meeting brings you and several members of the community together. This meeting is a chance for you to hear answers to any questions you may have and a chance for us to provide you with facts, ideas, impressions and accounts of our experience in order to make clear the nature of life in our community. We believe that people who are suitably informed will decide wisely for themselves whether or not to make their home here. If the members of the Clearness committee do not feel that sufficient clarity has been attained during the first Clearness meeting, additional process steps or Clearness meetings may be scheduled before the orientation process is completed.
5. The **Agreement of Sale of WCG Shares** is a contract between the buyer, the member who is selling the shares, and WCG. It establishes the price and terms for the shares involved. While you and the seller may discuss terms within the Agreement of Sale at any time, we recommend that an Agreement of Sale not be signed with the seller of the shares until after the Clearness meeting. The WCG Board will not consider an Agreement of Sale until you have completed all of the orientation steps.
6. You may fill out an **Application for Approval to Purchase Shares**. This document confirms that you have completed all of the orientation steps and certifies your understanding of some basic agreements between you and WCG.

7. Board approval. The WCG Board has fifteen days after receiving notice of a signed Agreement of Sale and certification of completion of the orientation process from P & C to consider all of the following documents and to accept or reject the sale:

- Credit/Background Check results
- Clearness meeting report
- Application for Approval to Purchase Shares
- Agreement of Sale of WCG Shares

During the fifteen day period, WCG and WCG members may exercise their *right of first refusal* to purchase the shares for the home or disapprove the sale.

8. If the sale is approved, you may **apply for a loan**, if needed, and the seller will open an Escrow. When your financing is complete, you will sign a lease for your new home and we will welcome you to our community!